

NH Library Job Definitions (2005)

Library Director	Administers all library operations including personnel management, budgeting, planning, collection development, fund-raising, programming, and library promotion and marketing. (MLS required)
Assistant Library Director	Assists director in library administration; responsible for library operations in director's absence. In some libraries, acts as Technology Coordinator/Systems Administrator. (MLS required)
Information Technology Staff	Manages the library's information technology (IT) department including computer hardware and software, networks, printers, system security, maintenance and repair of equipment, and troubleshooting. (MLS; or BS or AA in Computer Science required)
Librarian III	Directs a large department or unit within the library or a branch in the library system. Supervises, evaluates, and assigns work to other professional staff. Has considerable latitude for use of initiative and independent judgment. (MLS required)
Librarian II	Performs advanced professional duties within a library department. May supervise, evaluate, and assign tasks to other staff, both professional and non-professional. Exercises moderate latitude for use of initiative and independent judgment. May direct a department or be considered a "Department Head" in medium-sized libraries. (MLS required)
Librarian I	Performs professional duties within a library department. Routinely supervises and assigns work to paraprofessional staff and participates in their evaluations. Exercises some latitude for use of initiative and independent judgment. (MLS required, or put * if you have a non-MLS)

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Library Assistant III	Performs complex paraprofessional library work under the supervision of a department head. May supervise and assign duties to other assistant-level staff. Exercises moderate latitude for use of initiative and independent judgment. (College degree and library experience required)
Library Assistant II	Performs conventional library work under the supervision of professional staff. May supervise lower-level paraprofessional staff and participate in their evaluation. Has some latitude to exercise initiative and independent judgment. (College degree and library experience desired)
Library Assistant I	Performs routine and customary library tasks under the supervision of professional staff or higher-ranking paraprofessionals. (High school diploma required)
Office Manager /Secretary /Bookkeeper /Admin Asst.	Maintains financial records, personnel records and timesheets. Handles accounts payable and payroll. Orders and processes library materials and office supplies. Types correspondence. (College degree preferred; HS diploma with office experience req.) YOU MAY SEPARATE THIS CATEGORY INTO INDIVIDUAL ONES IF YOU HAVE SUCH STAFF IN DIFFERING PAY GRADES.
Library Page	Reshelves and retrieves books and other library materials.
Custodian	Cleans and maintains library building and grounds.